

## OVERSIGHT COMMITTEE ON PUBLIC RECORDS

Regular Meeting

August 20, 2008

08-8-20-01

### CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, August 20, 2008. The meeting was called to order by Secretary Jim Corridan, Director & State Archivist, Indiana Commission on Public Records, in the absence of Chairperson Liz Keele and Vice Chairperson Elizabeth Lerch, at 1:30 p.m. in E418, Indiana Government Center South. Members present constituting a quorum: Pam Bennett, Director, Indiana Historical Bureau; Roberta Brooker, Director, Indiana State Library; John Jacob, Designee for Bruce Hartman, State Examiner, State Board of Accounts; Amy Miller for Heather Neal, Public Access Counselor; Sebastian Smelko, Governor's Office; Leila Sublett, Designee for Carrie Henderson, Commissioner, Department of Administration; Nancy Turner, lay member. Members absent: Caroline Bradley, Designee for Gerry Weaver, Director, Indiana Office of Technology; Liz Keele, Designee for Todd Rokita, Secretary of State; Elizabeth Lerch, Designee for Carrie Henderson, Commissioner, Department of Administration; Anita Samuel, Governor's Office; Commission staff in attendance: Larry Hummel and Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: Rudy Cansino, Indiana State Department of Health; Scott Huffman, Family and Social Services Administration.

08-8-20-02

### NEXT MEETING

Jim Corridan announced the next meeting would be held September 17, 2008 at 1:30 p.m. in E418, Indiana Government Center South.

08-8-20-03

### PREVIOUS MEETING

Pam Bennett stated on page 2, third paragraph, the sentence reads "Mr. Corridan stated we requested money and they gave us \$10,000 for flood and tornado issues that we are working on and that probably came to us in July, 2008." Jim Corridan stated he probably said that and Ms. Bennett asked if he was talking about the \$10,000 probably coming in July, 2008? Mr. Corridan stated he would clean up the language and it should read, "Mr. Corridan stated that Indiana requested \$10,000 for flood and tornado relief from the National Archives and the grant was accepted and notification came in July, 2008."

Ms. Bennett then stated on page 4, under New Business, second line, it shows 10,000,000 million images and the word million should be deleted. Pam Bennett made a motion to approve the minutes of the July 16, 2008 meeting as amended. John Jacob seconded. Motion carried.

08-8-20-04

### OLD BUSINESS

1. FSSA Request for Waiver from OCPR Policy No. 06-01  
Jim Corridan stated there was nothing to report today.
2. County/Local General Retention Schedule  
Jim Corridan stated there was nothing to report today.

08-8-20-05

DIRECTOR'S REPORT

Jim Corridan reported they are working through some issues at the State Records Center and trying to make sure they have adequate space for items coming in. Mr. Corridan stated they have also begun a program for destruction of confidential records and are piloting that with the Department of Workforce Development and the people from Department of Administration. Mr. Corridan stated they are recycling these items rather than having outside vendors do it. Mr. Corridan stated thus far it is working fairly well and they are about to expand it to include other Agencies.

Jim Corridan reported the Micrographics and Scanning Division continues to work at high capacity and it looks like additional equipment may be purchase for this Division, so they can get even more work done.

Pam Bennett stated in the July Director’s Report under State Archives, second paragraph, she stated it says Jim Corridan, et al attended the July 8 meeting of the Board of Directors of the Indiana State Archives and Friends of should be added before Indiana State Archives.

08-8-20-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

The Oversight Committee on Public Records took the following action regarding retention and disposition schedules.

1. BUREAU OF MOTOR VEHICLE..... 7-23-08  
Driver Improvement and Safety Responsibility
2. FAMILY AND SOCIAL SERVICES ADMINISTRATION.....8-01-08  
DFR—Bureau of Child Care
3. DEPARTMENT OF INSURANCE.....8-01-08  
Administrative Division
4. STATE DEPARTMENT OF HEALTH.....8-06-08  
Acute Care Division
5. INDIANA DEPARTMENT OF REVENUE.....8-07-08  
Tax Administration Support, Enforcement-Collections

In regard to Schedule No. 1, Bureau of Motor Vehicles, Driver Improvement and Safety Responsibility, there were no questions or comments. A motion was made by Pam Bennett and seconded by John Jacob to approve Schedule No. 1 as submitted. Motion carried.

In regard to Schedule No. 2, Family and Social Services Administration, DFR – Bureau of Child Care, Larry Hummel introduced Scott Huffman from this Agency. There being no questions or comments, a motion was made by Nancy Turner and seconded by Roberta Brooker to approve Schedule No. 2 as submitted. Motion carried.

In regard to Schedule No. 3, Department of Insurance, Administrative Division, there were no questions or comments. Larry Hummel stated the items on this retention schedule were replaced by

the General Retention Schedule. A motion was made by John Jacob and seconded by Pam Bennett to approve Schedule No. 3 as submitted. Motion carried.

In regard to Schedule No. 4, State Department of Health, Acute Care Division, there were no questions or comments. Larry Hummel introduced Rudy Cansino from this Agency. A motion was made by Nancy Turner and seconded by John Jacob to approve Schedule No. 4 as submitted. Motion carried.

In regard to Schedule No. 5, Indiana Department of Revenue, Tax Administration Support, Enforcement-Collections, there were no questions or comments. A motion was made by Pam Bennett and seconded by Nancy Turner to approve Schedule No. 5 as submitted. Motion carried.

08-8-20-07

NEW BUSINESS

None

08-8-20-08

ADJOURNMENT

There being no further business, Pam Bennett moved that the meeting be adjourned. Nancy Turner seconded. Motion carried. Meeting adjourned at 1:39 p.m.